
(CCOI 01-13)

EXHIBITOR SAMPLES & FOOD PROMOTIONS REQUESTS

- A. Exhibitors may provide “**bite size**” food samples of their individual brand name products. Approved sample sizes are **(2) ounces** or less.
- B. Exhibitors may provide food samples if doing so is a customary part of the overall event (i.e. food shows, convenience store trade shows, culinary events, etc...).
- C. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from our exclusive caterer.
- D. If an exhibitor wants to attract exhibitors to his booth by giving away fresh popcorn, the machine and the popcorn product must be obtained from our exclusive caterer. Exhibitors are permitted to provide and use their own serving vessels (buckets, tubs, bags) to serve the popcorn. Often times, an exhibitor will provide serving vessels with their logo on them.
- E. All claims by an exhibitor that the generic product they wish to provide is not offered by our caterer must be verified with the catering sales staff. If it is determined that a product is not available through our caterer, the Event Services Manager will decide whether or not to allow the exhibitor to provide and serve the product.
- F. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
- G. Samples of **non-alcoholic beverages** may be distributed on sight only under the following conditions.
 - 1. Samples are served for “on the spot consumption”
 - 2. Samples sizes are **four (4) ounces** or less
 - 3. The product is the brand name of the exhibitor or is distributed by the exhibitor
- H. Service of any alcoholic beverage must be arranged through our exclusive caterer.
- I. Arrangements for the receiving and storing of products approved for sampling must be coordinated through our exclusive caterer.
- J. Requests for permission to serve food and / or beverage samples outside of these parameters must be submitted in writing to the Event Services Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served (bottled water, candy, cookies, popcorn, yogurt, soda, coffee, etc.).